

# **Foothill Transit Executive Board**

## **MINUTES**

The Regular meeting of the Foothill Transit Executive Board was held Friday, February 22, 2008, at the Foothill Transit Board Room, 2<sup>nd</sup> Floor, 100 South Vincent Avenue, West Covina.

Member John Fasana called the meeting to order at 8:03 a.m. The following members were present, constituting a quorum of the Executive Board:

Corey Calaycay  
Michael De La Torre  
John Fasana  
Lola Storing (temporarily absent)  
Doug Tessitor

Staff and Guests present:

Doran Barnes, Executive Director  
Kevin McDonald, Deputy Executive Director  
Darold Pieper, General Counsel  
Lee Millen, Deputy Secretary  
Richard Hasenohrl, Director of Finance  
Gary Nehls, Director of Procurement  
Linda Somelleda, Marketing and Communications Director  
Mike Griffus, President and Chief Operating Officer of Veolia Transportation  
Wayne Fritz, General Manager  
Peter Greenberg, General Manager

## **PLEDGE OF ALLEGIANCE**

John Fasana assumed the Chair and led those present in the Pledge of Allegiance.

## **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JANUARY 25, 2008 AND THE STRATEGIC PLANNING WORKSHOP OF FEBRUARY 1, 2008**

The minutes of the regular meeting of January 25, 2008 and the Strategic Planning Workshop of February 1, 2008 were approved as submitted.

Motion: Member De La Torre, seconded by Member Tessitor  
Vote: Unanimously carried

Member Fasana recognized Manuel Garcia, Councilmember, City of Irwindale, Mike Griffus, Veolia President and Chief Operating Officer, and Nick Pomponis, Senior Vice President, First Transit.

### **PUBLIC COMMENT**

Mike Griffus, President and Chief Operating Officer of Veolia Transportation, announced that Doran Barnes, Executive Director, and his team visited Veolia operations in France. Through this visit international ideas and innovations were studied and can be brought back to Foothill Transit. Mr. Griffus expressed his appreciation for the opportunity to be of service to Foothill Transit.

### **PRESENTATIONS:**

#### **Contractors' Employee Recognition**

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operators & Employees of the Month: Enrique Reyes, Operator of the Month, and Gustavo Sabala, Employee of the Month.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Operator of the Month: DeJuan McCullers, Operator of the Month.

#### **Perfect Check Awards**

George Karbowski, Director of Operations, presented the Perfect Check Awardees, via a power point chart listing some operators with multiple Perfect Checks, and a total of 116 awards for MV Transportation, and First Transit. David Perrel, Operator, was recognized for receiving four Perfect Check Awards during his eight months tenure.

The Executive Board highly commended the awardees.

(Treasurer Storing joined the meeting at 8:15 a.m. and assumed the Chair.)

### **CONSENT CALENDAR:**

The Executive Board adopted the Consent Calendar items 7 through 12.

Motion: Member Calaycay, seconded by Member Tessitor  
Vote: Unanimously carried

**REGULAR AGENDA:**

**PROPOSED FISCAL YEAR 2009 INITIATIVES**

Kevin McDonald, Deputy Executive Director, reported that each year Foothill Transit evaluates possible initiatives that will direct the agency's activities and focus for the coming fiscal year. The following eight key projects for the upcoming year are recommended for inclusion in the Business Plan:

- Implementation of Line 187 Bus Signal Priority project – much faster service all day;
- Alignment of service levels to ridership demand – undeserving lines evaluated;
- West Covina Park and Ride construction – goal to begin construction next FY;
- TAP/UFS Implementation – new fare collections and sales equipment/staff training;
- Federal funding program – pursue funding for bus replacement of 82 diesel buses with CNG buses, and reauthorization of federal funding;
- HOT Lanes implementation – High Occupancy Toll Lanes application submitted 12/07;
- Enhanced Customer Service – one of four key FT goals to elevate customer service; and
- Operating and Administration Facility Improvements – capital improvements are planned on FT's three facilities.

These are proposed agency-wide initiatives. Individual department goals will be detailed in their respective sections within the preliminary FY 2009 Business Plan.

Pending approval by the Foothill Transit Executive Board, these proposed initiatives will serve as the foundation for agency planning prioritization in 2009 and will be included in the preliminary draft of the FY 2009 Business Plan for review by the Administrative Advisory Committee.

The Executive Board approved the proposed FY 2009 Business Plan Initiatives (copy on file).

Treasurer Storing called for a voice vote  
Vote:       Ayes: By acclamation  
              Noes: none

**INVITATION TO THE CITY OF PASADENA TO JOIN FOOTHILL TRANSIT**

Doran Barnes, Executive Director, reported that the City of Pasadena is a major employment center and popular destination in the San Gabriel Valley. Foothill Transit operates both commuter express service and local service between the communities who are members of the Foothill Transit JPA and the City of Pasadena. However, the

City of Pasadena is not a JPA member.

If Pasadena were to join the JPA, the city would have a seat at the policy table and could more effectively provide input regarding the services that Foothill Transit provides. Foothill Transit would be more closely linked to Pasadena, which is a gateway to Glendale, Burbank and the San Fernando Valley. Foothill Transit would also gain in political clout in Sacramento and Washington, D.C. if the city were a member of the Foothill Transit JPA.

If Pasadena were to accept this invitation, all member organizations of the Foothill Transit JPA would have to ratify the addition of this new member. This would require the approval of each city council for the current member cities and the County of Los Angeles. In addition, Foothill Transit's governing structure would need to be updated to reflect the addition of a new member.

A time-line of a one year process was explained.

The Executive Board adopted a recommendation that the Foothill Transit Governing Board extend an invitation to the City of Pasadena to join the Foothill Transit Joint Powers Authority (JPA).

Motion: Member Calaycay, seconded by Member Tessitor  
Vote: Unanimously carried

### **NON-REVENUE VEHICLE PROCUREMENT – ARCADIA TRANSIT OPERATIONS**

Gary Nehls, Director of Procurement, reported that the Executive Board authorized the Executive Director to utilize an intergovernmental agreement to procure ten CNG non-revenue relief vehicles for Foothill Transit's Arcadia facility in May 2007. The benefit to purchasing these vehicles is so the agency can utilize its capital dollars to purchase the vehicles and offset ongoing operation costs in the operations contract. The vehicles purchased were CNG-fueled Honda Civics.

MV Transportation's analysis of the runs and run costs of the Arcadia service indicates that revenue vehicle deadhead time can be reduced and recovery time increased with the availability of additional relief vehicles. This would improve schedule adherence, and can be accomplished without impacting the service budget. In fact, it would result in a fuel cost savings of over \$200,000 over the life of the MV contract by avoiding the use of revenue vehicles for in-the-field driver reliefs.

The adopted FY 2008 Business Plan includes funding for the purchase of non-revenue support vehicles to support the operations and maintenance contracts.

The Executive Board authorized the Executive Director to utilize an intergovernmental agreement to procure six (6) CNG non-revenue relief vehicles at an estimated price of

\$26,500 per vehicle for a total of \$159,000, to be used to support transit services at Foothill Transit's Arcadia Facility.

Motion: Member Calaycay, seconded by Member Tessitor  
Vote: Unanimously carried

### **BUDGET ADJUSTMENT**

Richard Hasenohrl, Director of Finance, reported that the planning process for the expansion of Foothill Transit's Irwindale maintenance facility was initiated with the agency's decision to procure 60-foot articulated buses to be assigned to the Silver Streak service. That process has been moving forward with architectural engineering as well as the permitting process through the City of Irwindale. In June 2007, O'Connor Construction Management completed a cost estimate based on 100 percent Construction Drawings, and that estimate was \$2,504,736.

Bid documents were prepared and an Invitation for Bids (IFB) was issued for a contractor to complete the construction of the maintenance building expansion. Those bids have been received and the lowest responsive and responsible bid amount is \$3,012,143.

The approved project budget of \$3,165,000 was briefly outlined (copy on file). Staff recommends that this budget be increased by \$600,000 to enable the project to be completed as planned.

The Executive Board adopted a recommendation that the Governing Board adjust the Fiscal Year 2008 Budget by reprogramming \$350,000 from the Financial software line item; \$100,000 from the UFS Fareboxes line item; and \$150,000 from the Silver Streak Ticket Vending Machine line item to the Irwindale Facility Improvement – Garage Expansion line item.

Motion: Member Tessitor, seconded by Member Storing  
Vote: Unanimously carried

### **CLOSURE OF DUARTE TRANSIT STORE**

Linda Somilleda, Marketing and Communications Director, reported that Foothill Transit has had a Transit Store in the City of Duarte since 1995, and the store has been at its current location since 2004. The existing lease will expire this May. The Duarte Transit Store continues to have the lowest sales of all six stores, in part due to its proximity to the Transit Store at El Monte bus station. Average sales are approximately one fourth the sales of the next highest selling store.

Two potential pass sales outlets in the Duarte area have been identified in order to continue serving Foothill Transit customers. In addition, once the regional Universal

Fare System/Transit Access Pass (TAP) is implemented, customers will be able to load fare media directly on to their TAP card via the telephone and internet, providing more options.

The annual operating cost of this store is approximately \$240,000, a small fraction of Foothill Transit's overall operating budget. If this store did not continue in operation, a portion of this expense would likely need to be transferred to another store as Customer Service Representative at this location would continue assisting with answering calls from customers regarding Foothill Transit's services.

Member Fasana thanked Foothill Transit for their community partnership with the City of Duarte since 1995.

The Executive Board adopted the recommendation to close the Duarte Transit Store in May 2008.

Motion: Member Fasana, seconded by Member De La Torre  
Vote: Unanimously carried

### **MANAGEMENT SERVICES CONTRACT**

Darold Pieper, General Counsel, reported that as was discussed at Foothill Transit's Operations Retreat, Foothill Transit received a letter from Michael Griffus, President and Chief Operating Officer of Veolia Transportation, dated January 15, 2008 (copy on file). In the letter Mr. Griffus discusses various projects that Veolia Transportation is working on with Foothill Transit as part of its management contract, and he invites discussions with Foothill Transit concerning the ongoing implementation of these projects and the future of the existing management contract.

If the Executive Board wishes to explore the issues suggested by Mr. Griffus, the appointment of a Subcommittee to work with the General Counsel to respond to the letter and make further recommendations to the Executive Board would be appropriate. Under California law the staff of Foothill Transit employed by Veolia Transportation cannot participate in this matter.

Mr. Pieper advised that Member De La Torre and President Lantz (in absentia) have volunteered to participate on the above Subcommittee.

The Executive Board appointed President Lantz and Member De La Torre to the Subcommittee.

Motion: Member Tessitor, seconded by Member Fasana  
Vote: Unanimously carried

### **EXECUTIVE DIRECTOR COMMENT**

Doran Barnes reported that staff will report back next month regarding the FTA's recently issued regulations that further prohibit public transit operators from providing charter services such as Foothill Transit's Hollywood Bowl and Rose Bowl service. Staff is working with Ed Gill, Special Legal Counsel, on this issue.

In response to Member Fasana, Mr. Barnes noted that the charter service revenue impact is minimal and participation has been valuable as a means of community involvement.

Mr. Barnes further reported on his attendance at the California Transit Association's Executive Committee meeting this week. The legal action that the CTA filed to stop the State from the illegal transfer of transit funding for non-transit uses was decided in favor of the State, with CTA prevailing on 25% of the argument. The CTA reviewed the decision and remains steadfast in protecting transit funding; follow-up action is anticipated. Further, in early March 2008, the American Public Transportation Association, and the League of Cities will both be holding their respective annual legislative conferences in Washington, D.C. The Executive Board was encouraged to attend.

### **BOARD MEMBER COMMENT**

Member Fasana reported that Metro is looking at potential service cuts and suggested that Foothill Transit look at potentially continuing that service.

### **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code Section 54956.9 (c): Two cases**

### **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Existing Litigation, Government Code Section 54956.9 (a) Name of Case: Comet Electric, Inc. v. Steton Construction Group, Foothill Transit Authority, Great American Insurance Company Superior Court, Los Angeles County, Case No. BC383392**

The Executive Board recessed into Closed Session at 8:55 a.m.  
The Executive Board reconvened from Closed Session at 9:35 a.m.

Darold Piper advised that no reportable action was taken in Closed Session.

### **ADJOURNMENT**

There being no further business, the Executive Board adjourned at 9:40 a.m.